

Title: Asset Data Coordinator

Reporting to: Asset Data Manager

Direct Reports: N/A

PURPOSE OF POSITION

The Asset Data Coordinator reports to the Asset Data Manager and is a member of the Asset Data Team of MainPower New Zealand Limited (the Company).

The Asset Data Coordinator is responsible for creating and updating engineering drawings and providing technical administration support to maintain proposed and as-built asset system data in the GIS, AutoCAD and Technology One software systems.

The Asset Data Coordinator ensures that customer expectations are incorporated into the Asset Data Team activity by following best practice and Company policy and procedures all while ensuring health and safety standards are maintained.

POSITION VALUES

The role of Asset Data Coordinator is critical for ensuring that MainPower maintain accurate data in the asset management system. The Asset Data Coordinator serves as the main point of contact for administering the entry of proposed and as-built system data into our software systems. The Asset Data Coordinator will maintain a high level of professionalism, integrity, displays a positive attitude and team focus, and is enquiring and articulate while ensuring the values of the Company are upheld at all times.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Customers (Internal and External)
- Control Room
- Field/Operations department staff
- Network staff
- External contractors and suppliers

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>System Record Management Apply processes, methods, knowledge and skills to ensure data integrity of the asset management system</p>	<ul style="list-style-type: none"> • Manage and maintain designs, including capturing and logging data. • Prepare graphic representation of GIS data, using GIS software • Administer entry of proposed and as built system data to the Company's GIS, AutoCAD, T1 and asset management databases and software systems • Update data in the GIS system to ensure as-builts are mapped and update information as it comes back from the field. • Ensure accuracy of records between GIS and electrical schematics. • Administer the management of equipment records for the Company's transformers and switchgear. • Conduct audits of contractor information to ensure data accuracy and integrity with our records systems. • Maintains an excellent understating of GIS/AutoCAD practices and processes. • Manage electronic records and filing to ensure access and appropriate storage. • Ensure MainPower's records are managed and maintained in line with statutory and industry best practice.
<p>Customer Service Focus on the customer experience and build a commitment to customer excellence</p>	<ul style="list-style-type: none"> • Provide regular, quality customer communications by engaging with the customer to establish outcome and communication expectations and deliver services that meet this agreed standard. • Coordinate with the relevant departments and staff to ensure contact is maintained with the customer and they are kept up to date with status of work, including changes and variations to plan. • Maintain a balance between Company policy and customer benefit by handling issues in the best interest of both the customer and the Company.
<p>Documentation Supports Company practices by ensuring all administration processes and procedures are best practice and report to the Asset Data Manager on all areas of responsibility as required</p>	<ul style="list-style-type: none"> • Maintain a full understanding of all the Company's policies, procedures and practices. • Engage contractors and suppliers using approved documents and procedures. • Prepare documentation for progress and final payment.

	<ul style="list-style-type: none"> • Identify any opportunities or areas to drive improvements that can impact both the Company and customer experience. • Maintain accurate project records through updating relevant databases, variations recorded, electronic scanning of record documents and hard copy filing. • Compile and produce reports where required
Health and Safety Support Provide support to the Network department to contribute towards a culture of health and safety	<ul style="list-style-type: none"> • Positively contributes to the Company's HSEQ culture through active support and adherence to internal policies and procedures • Models behaviours that promote HSEQ practices, policies and values of the Company.
Team Participation Contribute to, and work with the Network department and wider Company, to deliver a constructive workplace culture	<ul style="list-style-type: none"> • Ensure the Asset Data Manager is made aware of issues and kept informed of developments relating to any records data in our GIS and AutoCAD. • Provide quality service and support to the relevant teams in the business. • Participate fully in meetings with colleagues, contributing as appropriate and supporting colleagues as required. • Engage with and develop positive and effective relationships with customers, staff members, suppliers and contractors. • Share technical knowledge and expertise; provide training for other staff as required, and customer knowledge to enhance customer service. • Provide support to MainPower during emergency response and adverse weather events. This support may include work that draws on current or past experience within the industry or secondment to other areas of the business as required in order to provide support to the customer and community. • Undertake any further responsibilities as reasonably requested by the Asset Data Manager.
Professional Development Undertake all professional development required to fulfil the Asset Data Coordinator competencies and accountabilities	<ul style="list-style-type: none"> • Actively participate in all performance reviews with the Asset Data Manager. • In conjunction with the Asset Data Manager, prepare and keep current a professional development plan. • Participate in monthly 1 on 1 meeting with the Asset Data Manager.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Asset Data Coordinator shall have and be able to consistently demonstrate the attributes and behaviours described below.

- Actively demonstrate professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Is proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Have tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the company objectives.
- Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures.
- Demonstrate a strong understanding and commitment to the values of the Company.
- Actively works to support the goals and objectives of others in the wider business.
- Make and implement timely decisions that have broad impact across the Company.
- Actively plans objectives and the direction of areas of responsibility.
- Regularly update knowledge and skill through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Asset Data Coordinator shall have and be able to demonstrate the following skills and experience.

- Good understanding and knowledge of the GIS and AutoCAD programmes and systems.
- A relevant qualification (desirable).
- Preferably you have an understanding and knowledge of the industry with experience in the energy sector.
- Ability to challenge quality of information provided to ensure accurate records are maintained.
- A professional and results orientated approach with good business and customer focus.
- Maintains a high degree of accuracy in recording, checking documents and providing information.
- An ability to take initiative combined with sound judgement.
- You have excellent communication and problem solving skills.
- Calm under pressure – you think on your feet
- Advocating and empathising – you have the ability to handle complaints and frustrated customers.
- Current driver's licence.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Asset Data Coordinator position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.